



Arnold Schwarzenegger – Governor
Sunne Wright McPeak - Secretary, Business, Transportation & Housing Agency
Jeff Davi - Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Auditor I
Permanent Full-time
Los Angeles

The Department of Real Estate is recruiting to fill three (3) Auditor I positions in the Los Angeles District Office. The positions are permanent full-time. The Los Angeles District Office is located at 320 W. 4th Street, Suite 350, Los Angeles. **These Auditor positions require very little travel.**

NOTE: Filling of these positions is subject to the signing of the Governor's Budget on July 1, 2006.

Duties of the position(s) include:

- Perform routine and investigative audits of real estate licensees or subdividers to determine their compliance with the Real Estate Laws and Commissioner's Regulations.
- Assist in or perform the more complex audits.
- Prepare working papers supporting audit findings and conclusions.
- Write reports detailing the results of the audit.

Required qualifications:

- 4-year degree in accounting or 19 units of professional accounting/auditing courses (**transcripts required**).
- Field investigative audit experience.
- Financial auditing or accounting experience.
- Ability to learn and apply real estate laws and regulations to specific audit situations.
- Ability to perform and complete audit assignments.
- Ability to write accurate, concise audit reports.
- Ability to work under pressure within mandated timeframes.
- A valid California Driver's License with good driving record.

Desirable qualifications:

- Knowledge of California Real Estate Laws, Rules, and Regulations.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.

Salary: *Auditor I - \$2902-3529 *Starting salary for individuals appointed to the class of Auditor I will be **\$3048**

Who may apply: Current State employees eligible to transfer to the Auditor I classification and meet the accounting requirements, or individuals with Auditor I list eligibility may apply. Priority consideration given to SROA/Surplus employees. **Please indicate SROA/Surplus information on your state application or include a copy of your notice.**

NOTE: Filling of these positions is subject to the signing of the Governor's Budget on July 1, 2006

Submit Application and Transcripts to:

Department of Real Estate
P.O. Box 187000 (Attn: MC)
Sacramento, CA 95818-7000
(916) 227-0795 or CALNET 498-0795

For Information, Contact:

Rolly Acuna, Supervising Auditor II
Los Angeles District Office
(213) 576-6820 or CALNET 8-649-6820

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>
Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.